

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☒ **Emergency** Previous Contract/Project No.
Contract **BW7123-3/07-3**

☐ Re-Bid ☐ Other LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: **RQAV1200023** TERM OF CONTRACT **2 MONTHS** WITH 0 YEAR(S) OTR

Requisition /Project Title: **Copier Leases**

Description: Emergency contract to allow Miami-Dade Aviation to continue to pay the leases currently in place on a month to month basis for copiers in use throughout the Aviation Department.

Issuing Department: **ISD** Contact Person: **Ruth Laureano** Phone: **(305) 375-5765**

Estimate Cost: **\$60,000.00**

GENERAL

FEDERAL

OTHER

Funding Source:

Proprietary

ANALYSIS

Commodity Codes: 985-26				
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:		Toshiba and Ikon	Toshiba and Ikon	
Small Business Enterprise:				
Contract Value:	\$	\$8,709,809.05	\$16,212,387.05	
Comments:				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				
<u>RECOMMENDATIONS</u>				
	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation:				
Signed: <i>Ruth Laureano</i>		Date sent to SBD: 5/08/12		
		Date returned to DPM:		

Revised April 2005

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DEPT. BUSINESS DEV.
2012 MAY -8 AM 11:22



SECTION #3
EMERGENCY PURCHASES

RESOLUTION

***BCC DATE:** _____
Living Wage Applies: Yes ☐ No ☐

REQUISITION NUMBER: RQAV1200023

P.O. NUMBER:

ACQUISITION DATE: 05/01/2012
(date order placed)

Title: Copier leases

Commodity: 985-26

Description: * Leases of 57 Canon copiers.

Purpose: * To continue the leases of 57 Canon Copiers at the Aviation Dept.

<u>Department(s)</u>	<u>Allocation(s)</u>
<u>Aviation</u>	<u>\$60,000.00</u>
_____	\$ _____
_____	_____

Term of Contract: * ☐ One ☐ Two ☐ Three ☐ Four ☐ Five * Year(s)
☒ 2 Month(s)
☐ Period * From _____ to _____
☐ Upon Completion * From _____ to _____
☐ Upon Delivery * Days A.R.O. (After Receipt of Order)

Special Conditions: * ☐ Insurance Type _____
☐ Performance/Payment Bond
☐ Certificate of Competency
☐ Termination Language

☐ Set Aside ☐ BBE ☐ HBE ☐ WBE
☐ Bid Preference ☐ BBE ☐ HBE ☐ WBE
☐ Goal ☐ BBE ☐ HBE ☐ WBE
☐ CSBE Level _____
☐ Local Preference
☐ Other: _____

Review Committee Date: _____

Number of Price Quotation(s): * Requested: _____ Received: _____

Awarded To Low Bidder: * ☐ YES ☐ NO

Vendor(s): * Ikon Office
Solutions

Contract: * \$60,000.00

SECTION #3
EMERGENCY PURCHASES

MDAD is requesting an emergency 2 month contract be issued to Ikon Office Solutions, Inc. for the continuation of the leases currently in place on a month to month basis for 57 copiers in use throughout the Aviation Department. These leases were entered into at different times throughout the last 6 years using County accessed State and Federal contracts and later continued through a County Bid Waiver contract (BW7123-3/07). Contract BW7123-3/07 has now run out of funds to allocate to Departments to continue with lease payments and ISD has advised that no additional funding can be added to the contract.

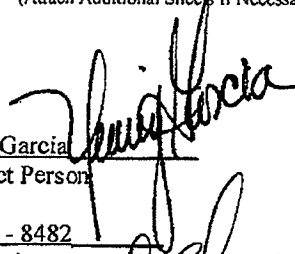
The County recently (end of Feb 2012) awarded a new all inclusive Multi Functional Device contract (9301-0/20). MDAD had requested and was issued a 3 month emergency contract on 02/01/2012 to allow time for the contract to be approved and a solicitation sent out to replace the copiers. That emergency contract has now ended on 04/30/2012 and although MDAD has issued and awarded the replacement of the copiers. The purchase order was awarded on 04/30/2012 and it will take a few weeks to complete the replacements of all 57 copiers.

This emergency contract will allow MDAD to continue to pay the monthly lease payments until the copiers are replaced.

Justification:

(Attach Additional Sheets If Necessary)

Signature(s):




Neivy Garcia
Contact Person



Date

(305) 876 - 8482

Telephone



Carlos Jose
Department Director Approval



Date

**Department of Procurement Management,
Bids and Contracts Division Use Only**

Signatures(s):

Procurement Agent

Date

Procurement Supervisor

Date

Procurement Manager

Date

SECTION #3
EMERGENCY PURCHASES

Bids and Contracts Division Director

Date

Vendor Assistance Section

Release
Date

Instructions for Completion:

- Attach:**
1. Explanation of the emergency situation.
 2. Written price quotation(s) including terms and conditions.
 3. Vendor(s) Certificate of Insurance
 4. Copy of invoice(s).

**Items marked with an asterisk (*) to be completed by the Department of Procurement Management,
Bids & Contracts Division**

EFFECTIVE DATE	TRUE LEASE NO. DT	EQP. MODEL	MANUFACTURER ID	PHYSICAL SERIAL	TER. M.	Service	Lease	
4/1/2006	3/31/2009	IR4570	SKU07627	SKU07627	36	\$ 170.40	\$ 184.49	
7/1/2004	6/30/2009	IR105	MND05142	MND05142	60	\$ 451.00	\$ 458.00	
8/1/2006	7/31/2009	IR4570	SKU22756	SKU22756	36	\$ 170.41	\$ 184.48	
8/1/2006	7/31/2009	IR4570	SKU22550	SKU22550	36	\$ 170.41	\$ 184.48	
8/1/2006	7/31/2009	IR4570	SKU22547	SKU22547	36	\$ 170.41	\$ 184.48	
8/1/2006	7/31/2009	IR4570	SKU22588	SKU22588	36	\$ 170.41	\$ 184.48	
3/1/2005	2/28/2010	IR105	MND07533	MND07533	60	\$ 451.00	\$ 1,384.95	
7/1/2007	6/30/2010	IR3045	SVM01380	C09028155	36	\$ 170.40	\$ 184.49	
7/1/2007	6/30/2010	IR3045	SVM02307	C09028276	36	\$ 170.40	\$ 250.03	
7/1/2007	6/30/2010	IR3045	SVM01326	C09028130	36	\$ 170.40	\$ 250.03	
7/1/2007	6/30/2010	IR3045	SVM01373	C09028156	36	\$ 170.40	\$ 250.03	
7/1/2007	6/30/2010	IR3045	SVM02308	C09028154	36	\$ 170.40	\$ 250.03	
7/1/2007	6/30/2010	IR7105	SHS10593	C09027975	36	\$ 451.00	\$ 664.20	
7/1/2007	6/30/2010	IR7105	SHS10879	C09028202	36	\$ 409.84	\$ 969.40	
7/1/2007	6/30/2010	SCANSTAXPV4	2UA71619F6	C09028202A	36	\$ 41.16	\$ 97.34	
12/1/2007	11/30/2010	IR3035	MUP07310	C09032580	36	\$ 102.40	\$ 228.61	
12/1/2007	11/30/2010	IR3035	MUP05069	C09032579	36	\$ 102.40	\$ 228.61	
12/1/2007	11/30/2010	IR3035	MUP07307	C09032581	36	\$ 102.40	\$ 228.61	
12/1/2007	11/30/2010	IR3035	MUP07321	C09032583	36	\$ 102.40	\$ 228.61	
12/1/2007	11/30/2010	IR3035	MUP07270	C09032587	36	\$ 102.40	\$ 228.61	
12/1/2007	11/30/2010	IR3035	MUP07519	C09032586	36	\$ 102.40	\$ 228.61	
12/1/2007	11/30/2010	IR3035	MUP07266	C09032584	36	\$ 102.40	\$ 228.61	
12/1/2007	11/30/2010	IR3035	MUP07273	C09032582	36	\$ 102.40	\$ 228.61	
12/1/2007	11/30/2010	IR3035	MUP07308	C09032585	36	\$ 102.40	\$ 228.61	
12/1/2007	11/30/2010	IR3035	MUP07317	C09032588	36	\$ 102.40	\$ 228.61	
12/1/2007	11/30/2010	IR3045	MUY05154	C09032359	36	\$ 170.40	\$ 281.64	
12/1/2007	11/30/2010	IR3045	MUY05157	C09032960	36	\$ 170.40	\$ 281.64	
12/1/2007	11/30/2010	IR3045	MUY05156	C09032961	36	\$ 170.40	\$ 281.64	
12/1/2007	11/30/2010	IR3045	MUY05158	C09032963	36	\$ 170.40	\$ 281.64	
7/1/2008	6/30/2011	IR3045	MUY13261	C09038382	36	\$ 170.40	\$ 281.64	
7/1/2008	6/30/2011	IR3045	MUY13119	C09038383	36	\$ 170.40	\$ 281.64	
7/1/2008	6/30/2011	IR3045	MUY13256	C09038384	36	\$ 170.40	\$ 281.64	
8/1/2008	7/31/2011	IRC4080I	TQH03398	C09038876	36	\$ 400.00	\$ 499.29	
8/1/2008	7/31/2011	IR3035	MUP15997	C09038710	36	\$ 102.40	\$ 228.61	
8/1/2006	7/31/2011	IR7105	SHS01063	SHS01063	60	\$ 451.00	\$ 458.00	
8/1/2006	7/31/2011	IR4570	SKU22548	SKU22548	60	\$ 170.40	\$ 184.49	
9/1/2008	8/31/2011	IRC4080I	TQH03729	C09039397	36	\$ 400.00	\$ 499.29	
9/1/2008	8/31/2011	IRC4080I	TQH03727	C09039396	36	\$ 400.00	\$ 499.29	
12/1/2008	11/30/2011	IR3235	DFW02106	C09041302	36	\$ 102.40	\$ 228.61	
12/1/2008	11/30/2011	IR3045	MUY13655	C09041312	36	\$ 170.40	\$ 281.64	
12/1/2008	11/30/2011	IR3045	MUY13640	C09041235	36	\$ 170.40	\$ 281.64	
12/1/2008	11/30/2011	IR3045	MUY13649	C09041234	36	\$ 170.40	\$ 281.64	
12/1/2008	11/30/2011	IR3045	MUY13651	C09041233	36	\$ 170.40	\$ 281.64	
12/1/2008	11/30/2011	IR3045	MUY12607	C09041232	36	\$ 170.40	\$ 281.64	
12/1/2008	11/30/2011	IR3235	DFW02113	C09041185	36	\$ 102.40	\$ 228.61	
12/1/2008	11/30/2011	IR3235	DFW01885	C09041303	36	\$ 102.40	\$ 228.61	
12/1/2008	11/30/2011	IR3235	DFW01879	C09041183	36	\$ 102.40	\$ 228.61	
12/1/2008	11/30/2011	IR3235	DFW01819	C09041184	36	\$ 102.40	\$ 228.61	
12/1/2008	11/30/2011	IR3235	DFW01821	C09041186	36	\$ 102.40	\$ 228.61	
12/1/2008	11/30/2011	IR3235	DFW01805	C09041301	36	\$ 102.40	\$ 228.61	
1/1/2009	12/31/2011	IRC4080I	TQH04595	C09041828	36	\$ 400.00	\$ 499.29	
1/1/2009	12/31/2011	IR3235I	DGA03773	C09042075	36	\$ 102.40	\$ 228.61	
1/1/2010	12/31/2012	IR7095	SHX14285		36		\$ 551.00	
1/1/2010	12/31/2012	IR7095	SHX14871		36		\$ 566.80	
1/1/2010	12/31/2012	IR7095	SHX14862		36		\$ 566.80	
1/1/2010	12/31/2012	IR7095	SHX14876		36		\$ 566.80	
1/1/2010	12/31/2012	IR7095	SHX14507		36		\$ 566.80	
			TOTAL Monthly Cost			\$ 5,979.84	\$ 13,862.03	\$ 528,581.87
			2 months					\$ 557,165.74
			Est. Overlap					\$ 2,836.26
			Total:					\$60,000.00

Walters, Vivian (SPEE)

From: Hammett, Mary (ISD)
Sent: Monday, May 07, 2012 11:22 AM
To: Walters, Vivian (SPEE)
Attachments: DBD-Executed Work Sheet.pdf

Vivian:

Please update your records to show that requisition number **no. PW1100013 is has been cancelled by the user department**; and Internal Service Department will process the new ITB with requisition number PW1200025.

Thank You,



Delivering Excellence Every Day

Mary Hammett

Procurement Contracting Associate

INTERNAL SERVICES DEPARTMENT

Miami-Dade County

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Fax: 305-375-4407

E-mail: mhammet@miamidade.gov

Visit our website: www.miamidade.gov/dpm

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